

FALL 2011

Test Coordinator's Manual

AIMS HS

Test Coordinator's Name

ARIZONA'S

Instrument to Measure Standards

AZ00001134

PEARSON

PEARSON

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The Arizona Department of Education gratefully acknowledges the work of thousands of Arizona teachers involved in the development of the AIMS tests. Their dedication to creating a fair and reasonable test for the students of Arizona is greatly appreciated.

Introduction

Arizona's Instrument to Measure Standards (AIMS), administered by the Arizona Department of Education (ADE), measures what students know and are able to do in the content areas of writing, reading, mathematics, and science. Each AIMS test is aligned to the corresponding grade level of the *Arizona Academic Standards*. Students will receive score reports with specific information detailing their progress toward meeting the standards. Schools will receive score reports with information on students' progress that can be used to strengthen curriculum and instructional strategies.

The fall administration of AIMS High School (AIMS HS) is provided as an additional opportunity for those students in at least their 3rd year of high school to test in the content areas of writing, reading, and mathematics. For Fall 2011, these three content areas will be available to students in Cohorts 2013, 2012, or below (generally eleventh and twelfth graders). Passing all three content areas is a graduation requirement for most students.

Each District Superintendent or Charter Representative must designate a Test Coordinator to oversee testing for all schools within the district or for all schools under the same charter. This individual is referred to as the District Test Coordinator. The *Test Coordinator's Manual* is written specifically for District Test Coordinators.

This *Test Coordinator's Manual* provides the instructions for the proper handling of test materials before, during, and after test administration. To ensure the correct administration of all AIMS HS tests, District Test Coordinators must also refer to and use the *AIMS HS Test Administration Directions*.

There are accommodations available to students. To ensure the correct administration of all AIMS HS tests, District Test Coordinators must refer to and use the ADE document *Testing Accommodations: Guidelines for 2011–2012*.

All of the manuals listed above are available on the ADE Test Coordinator Web page: www.azed.gov/standards/AIMS/Administering.

Responsibilities of the District Test Coordinator

The District Test Coordinator is responsible for the correct administration of testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct testing in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the District Test Coordinator assumes ultimate responsibility.

Responsibilities of the District Test Coordinator include:

Before Testing

- ☐ developing lists of students testing;
- ☐ ordering test materials;
- ☐ attending a pre-test workshop;
- ☐ obtaining signed copies of the Test Security Agreement;
- ☐ submitting to ADE a copy of the Test Security Agreement signed by the District Superintendent or Charter Representative;
- ☐ scheduling testing activities within the district or charter schools;
- ☐ communicating the schedule to Test Administrators;
- ☐ training Test Administrators and Proctors on test administration procedures, including the use of the Pre-ID labels and completion of the student demographic data grid and accommodations data boxes;
- ☐ working with Test Administrators to select appropriate classrooms or other sites within the school where testing will take place;
- ☐ arranging for a supply of commercially published paper dictionaries and commercially published paper thesauri to be available in testing rooms during the administration of the AIMS Writing prompt **only**;
- ☐ implementing and maintaining security procedures within the district/charter and school(s);
- ☐ communicating security procedures and responsibilities to Test Administrators;
- ☐ receiving materials from Pearson;
- ☐ inventorying test materials and Test Coordinator's Kits upon arrival and, if needed, ordering additional materials; and
- ☐ following up on questions from Test Administrators by contacting either Pearson or the ADE.

During Testing

- ☐ maintaining an accurate inventory of all test materials throughout the test administration window;
- ☐ checking out test books and answer documents to Test Administrators at the beginning of each day of the test administration;
- ☐ monitoring assessment activities; and
- ☐ checking in test books and answer documents from Test Administrators at the end of each day of the test administration.

After Testing

- ☐ checking that responses have been transferred to standard answer documents for students who used the large print or Braille test versions or who used assistive technology as an accommodation, and that student responses from contaminated test materials have been transferred to clean answer documents;
- ☐ completing the Header Sheets;
- ☐ completing the School Header Lists;
- ☐ completing the Materials Inventory Sheets;
- ☐ reporting any testing incidents to the ADE State Test Coordinator;
- ☐ boxing materials for return shipping as instructed in this manual; and
- ☐ ensuring all scorable and nonscorable test materials are prepared for return by the scheduled retrieval date.

Procedures for Test Administration

AIMS HS must be administered exactly as directed in the *AIMS HS Test Administration Directions*. District Test Coordinators must review both the *AIMS HS Test Administration Directions* and the *AIMS HS Test Coordinator's Manual* well in advance of administering the tests and in advance of training School Test Coordinators and Test Administrators.

Students to Be Tested

Only students in Cohort 2013, 2012, or below are permitted to participate in the Fall 2011 administration of AIMS HS Writing, Reading, and Mathematics. However, not all students in these cohorts are required to participate in the Fall 2011 AIMS HS administration. Refer to the *AIMS HS Test Administration Directions* for more detailed explanations about which students are to be tested on the AIMS HS tests.

Prior to testing, the District Test Coordinator, or designee(s), must create lists of students testing on each content area of AIMS HS. These lists must be shared with the appropriate Test Administrators and School Coordinator.

Test Administration Schedules

AIMS HS must be administered on the exact dates shown below. It is the District Test Coordinator's responsibility to communicate this schedule to the appropriate school and district personnel, including Test Administrators, and to students and parents/guardians.

AIMS HS Test Administration Dates	Session(s)—Time
Writing Test—October 25, 2011	1 session—3 hours
Reading Test—October 26, 2011	1 session—2 hours
Mathematics Test—October 27, 2011	2 sessions—90 min. ea.

More detailed information about the AIMS HS testing schedule, the timing of the testing sessions, and breaks between the testing sessions is included in the *AIMS HS Test Administration Directions*.

Make-up testing *is not* allowed during the Fall 2011 administration of AIMS HS. Students and their parents or guardians should be notified of testing dates in advance. Students who are absent or otherwise miss the scheduled test administration are not permitted to make up the missed content area. Schools need to alert students and parents that if students are absent or otherwise miss the scheduled test, then the next opportunity to test on the missed content area will be in the spring of 2012. Schools should document student or parent refusal to test.

Administering AIMS HS tests on dates other than those shown without the written permission of the Assessment Section of the ADE is a serious testing violation. Schools that will not be in session on one or more of the scheduled AIMS HS testing dates must request permission from the Director of State Test Administration to administer AIMS HS on alternate dates.

Required Test Materials

District Test Coordinators are responsible for seeing that each testing room, each Test Administrator, and each Proctor has the appropriate test materials to administer the AIMS HS tests correctly. Most of the required test materials are provided by the State and shipped to the District Test Coordinator by the test vendor, Pearson. Some of the required test materials must be provided by the schools.

The State will provide to District Test Coordinators the following test materials:

- ☐ AIMS HS test books
- ☐ AIMS HS answer documents
- ☐ *AIMS HS Test Administration Directions*
- ☐ *AIMS HS Test Coordinator's Manual*
- ☐ materials necessary to package the scorable and nonscorable test materials for return to Pearson

See "Receiving Test Materials" on page 9 for more detailed information about these state provided materials and how they will be packaged when shipped to districts. See "Assembling Scorable Test Materials" beginning on page 14 and "Assembling Nonscorable Test Materials" beginning on page 24 for detailed information on the procedures for packaging test materials for return.

The schools must provide the following test materials:

- ☐ *Testing Accommodations: Guidelines for 2011–2012*
- ☐ a supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers
- ☐ a pencil sharpener or an additional supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers
- ☐ a "Testing—Do Not Disturb" sign
- ☐ commercially published paper dictionaries and commercially published paper thesauri for use on Part 2 of the writing test **only**

Test Security

All districts and charters that will be administering any Fall 2011 AIMS HS Tests must have a Superintendent/Charter Representative Security Agreement signed and on file with the ADE. **One copy of the Fall 2011 Superintendent/Charter Representative Test Security Agreement must be signed and faxed to ADE at 602.542.5467 no later than September 30, 2011.**

All school/district/charter personnel who will have access to the AIMS test materials must sign a Test Security Agreement. This includes, but is not limited to, warehouse personnel, Proctors, Test Administrators, Test Coordinators, School Administrators, and District/Charter Operators. **A new Test Security Agreement must be completed by all appropriate personnel for every season of testing.** These signed Test Security Agreements are to be maintained as directed on the Fall 2011 Superintendent/Charter Representative Test Security Agreement.

Test Security Agreements can also be found on the ADE Test Coordinator Web page.

District Test Coordinators are responsible for establishing and enforcing test security procedures that comply with the Test Security Agreement, State Board of Education Rule regarding test security (see pages 28–29), and Test Security guidance provided at the Pre-Test Workshop and included in the *AIMS HS Test Administration Directions*.

Any breach of test security, loss of materials, failure to account for materials, or any other deviation from acceptable security procedures shall be reported immediately to the State Test Coordinator. The discipline of staff members who violate test security is the responsibility of the district or charter. Disciplinary action may include, but is not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or report of violation to the Investigations Unit of the State Board of Education.

Student Identification Information

District Test Coordinators are responsible for training School Test Coordinators and Test Administrators in the correct use of all student identification fields on the test materials. Student identification information includes the following:

- ☐ the student identification fields on the front of the test books and answer documents;
- ☐ the Pre-ID labels on the front of the AIMS answer documents;
- ☐ the demographic data grid on the back of the AIMS answer documents;
- ☐ the accommodations fields on the back of the AIMS answer documents.

The greatest amount of student identification information is included in the Pre-ID labels and the student demographic data grid. Detailed information on the correct use of both is included in the Pre-Test Workshop materials and the *AIMS HS Test Administration Directions*. If a Pre-ID label is used, then do not grid student demographic information. If student demographic information is gridded, then do not use a Pre-ID label. Never submit an answer document with both a Pre-ID label and gridded student demographic information.

The script that is included in the *AIMS HS Test Administration Directions* manual will direct students to complete the student identification fields on the front of the test books and answer documents. Test Administrators should confirm that these fields are completed before dismissing students from the testing session.

The student identified on the Pre-ID label must be the same student whose handwritten name is next to the Pre-ID label. If the incorrect Pre-ID label is applied to an answer document, do not try to remove the label; do not mark-out the label; contact the State Test Coordinator, Mary Pat Wood, for direction.

All Test Administrators should be familiar with the ADE-produced document, *Testing Accommodations: Guidelines for 2011–2012*. Students with disabilities and English language learners are eligible to receive certain standard accommodations.

Instructions for completing the testing accommodation information are included in all of the *AIMS HS Test Administration Directions* manuals. The accommodations information fields on the back of the answer documents must be completed for any student who received a standard accommodation.

Arrangements Prior to Test Administration

AIMS HS tests are to be administered at Arizona schools. Schools administering AIMS HS tests at locations other than school property, such as a public library, hotel meeting room, or conference center, must provide addresses for all such off-site test locations to the Assessment Section of the ADE. AIMS HS tests may be administered in a home or hospital setting for a single student without notifying the ADE. AIMS HS tests cannot be administered outside of the state of Arizona.

The District Test Coordinator is responsible for determining the suitability of each testing room. Each testing room must provide a comfortable and distraction-free environment. Seating should be arranged so that students are not tempted to look at the answers of others. Poster-size versions of AIMS HS Mathematics Reference Sheets and the Holistic Rubric Based on 6 Traits Official Scoring Guide, as downloaded from the ADE Web site, may remain posted during AIMS testing. **All other visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.**

*Test Administrators and Proctors **must** be employees of the school and must be trained in the correct test administration and test security procedures.*

The District Test Coordinator is responsible for assigning Test Administrators and, if needed, Proctors for each testing room. Test Administrators and Proctors **must** be employees of the school and must be trained in the correct test administration and test security procedures.

The training of Test Administrators and Proctors must include a thorough review of test security procedures, test administration procedures including the correct use of testing accommodations, procedures for the use of Pre-ID labels, procedures for the bubbling of student demographic data and standard accommodations, and procedures for handling unexpected or unusual situations. The Test Security Agreement should be reviewed during the training of Test Administrator and Proctors. All Test Administrators and Proctors must sign a Test Security Agreement.

All test administrators and proctors should be given copies of the *AIMS HS Test Administration Directions* at least one day prior to the administration of any AIMS HS test. Test Administrators and Proctors for AIMS testing are expected to read all of the *AIMS HS Test Administration Directions*. *AIMS HS Test Administration Directions* are not secure test materials and may be kept in classrooms or other non-secure location.

Procedures for Handling Test Materials

Before Testing

Receiving Test Materials

Test materials for all schools within the district or charter will be shipped to the District Test Coordinator. The District Test Coordinator is responsible for inventorying the materials and distributing the appropriate materials to schools.

Test materials for Fall testing (AIMS HS Writing, Reading, and Mathematics) will arrive during the delivery window of either October 3–6, 2011, or October 11–13, 2011, depending on which window was selected during online ordering in August/September.

Materials will be shipped in dual-purpose boxes designed to be easily used for both receiving and shipping materials. White boxes will be used for Test Coordinator's Kits. Materials packaged in the Test Coordinator's Kit include: *AIMS HS Test Coordinator's Manual*, Pre-ID labels, Pre-ID Roster, header sheets, paper bands, School Header Lists, Materials Inventory Sheets, and color coded return shipping labels. Brown boxes will be used for test books, answer documents, and *AIMS HS Test Administration Directions*. Save both the white and brown boxes for use in returning materials to Pearson.

When the test materials are delivered, verify that all boxes in the shipment were received and that they are addressed to your district before signing for the delivery. Each box of the shipment is hand-numbered. The numbers are on the top of each box in the lower left corner. The first and last box will be numbered "1 of x" and "x of x." The boxes between the first and last box will have only the number marked specifically for each box. For example, in a shipment of 9 boxes, the first box is numbered "1 of 9" and the last box is numbered "9 of 9." Box number 2 through box number 8 are numbered without a reference to the range. The boxes will be numbered in order so that the district boxes are first, then the schools' boxes follow with the schools in alphabetical order. The Test Coordinator's Kits, the white boxes, will always be at the beginning of the district's set of boxes and at the beginning of each school's set of boxes. See Figure 1: Box Shipment Diagram on page 10.

An outbound label will also be on the top of the box. This label will include the District Test Coordinator's name, district name and entity number, district shipping address, and indicate if it is a district box or a school box. Please see Figure 2 on page 10 for a sample of an outbound label.

Tumbleweed Unified District

Prickly Pear High School

Saguaro Cactus High School

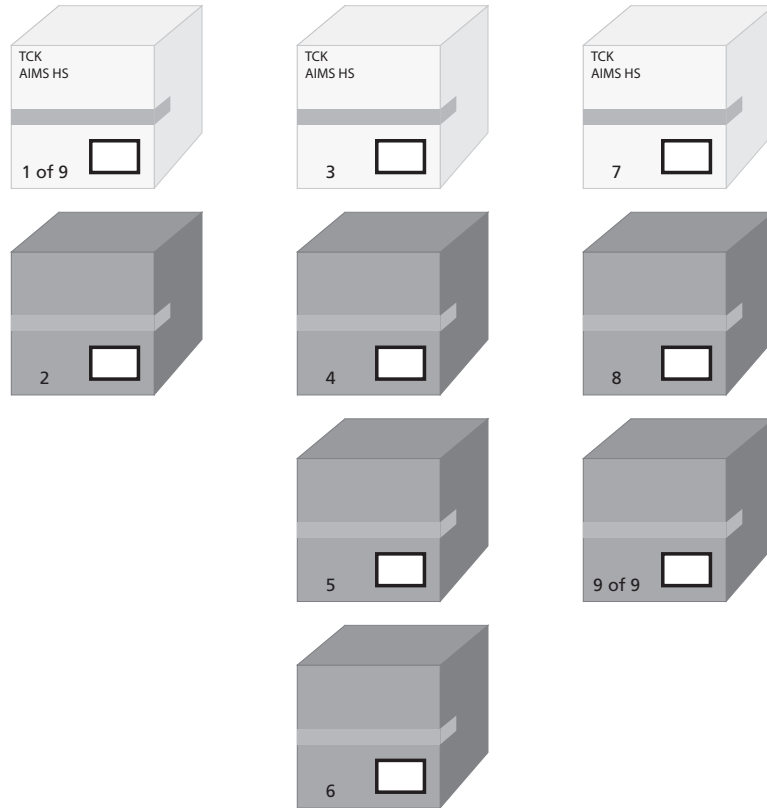


Figure 1: Box Shipment Diagram

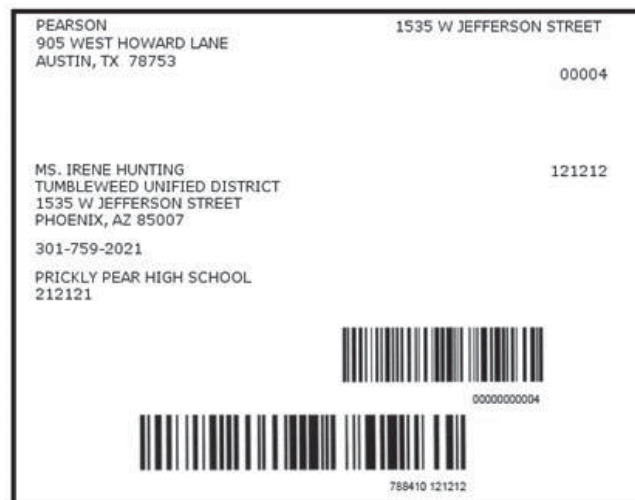


Figure 2: Outbound Shipping Label

Inventorying Test Materials

On the same day that materials are delivered, District Test Coordinators should inventory their shipment of materials using the following checklist.

- ☐ 1) Find and open Box 1, a white box. Within Box 1, find the Pallet Detail sheet, the District Packing List, and all of the School Packing Lists. The School Packing Lists included in Box 1 are duplicate packing lists for the District Test Coordinator. Do not send these packing lists to the schools. See Figures 3–5 on page 12 for samples of these forms.
- ☐ 2) Compare the box range and the number of boxes shown on the Pallet Detail sheet with the actual boxes received for the district and for each school. If the total number of boxes indicated on the Pallet Detail sheet has not been received by the end of the delivery window, contact the AIMS Help Customer Service Line at Pearson by phone at 888.705.9421 or by email at AIMSHelp@support.pearson.com.
- ☐ 3) Open all of the district boxes. Verify the materials received against the District Packing List. Note any discrepancies on the packing list. The test books and answer documents included in the district shipment is an overage amount of the district-wide participation counts. Do not distribute these materials to schools unless needed.
- ☐ 4) The boxes of school test materials may be inventoried before delivering to schools or after delivering to schools. The school's copy of the School Packing List is the school's first box. For each school, verify the materials received against the School Packing List. Note any discrepancies on the packing list.
- ☐ 5) Compare the actual quantities of test books and answer documents received by each school with the quantities needed. If the school needs more test books or answer documents, distribute district overage materials as needed.
- ☐ 6) Verify that each school has enough scoring and shipping materials in its Test Coordinator Kit. If the school needs more paper bands, header sheets, or School Header Lists, distribute materials from the district Test Coordinator Kit as needed. If the school received Pre-ID labels, the labels will be packaged in the school Test Coordinator Kit.

- ☐ 7) If additional test materials or scoring materials beyond what was included in the district coverage and district Test Coordinator Kit are needed, submit an additional order via PearsonAccess during the additional order window of October 13–17, 2011.

Order as early in the additional orders window as possible. Additional orders are shipped as they are received.

Maintain an accurate inventory of all materials at each school and at the district. Save all packing lists from the initial order and any additional orders to aid in the completion of the Materials Inventory Sheets when materials are packaged for return.

PEARSON		AIMS HS				
		FALL 2011				
PALLET DETAIL						
Deliver To: 999999000000 TUMBLEWEED UNIFIED DISTRICT 1535 W JEFFERSON ST BIN #6 PHOENIX, AZ 85007 C/O IRENE HUNTING AZ DEPT OF EDUCATION Phone: (602) 5425450		Ship To: 999999000000 TUMBLEWEED UNIFIED DISTRICT 1535 W JEFFERSON ST BIN #6 PHOENIX, AZ 85007 C/O IRENE HUNTING AZ DEPT OF EDUCATION Phone: (602) 5425450				
Pallet Number	School Number	Deliver To	Order Line	Item Number	Box Range	Number Of Boxes
P801021000	District	TUMBLEWEED UNIFIED DIST	883190	001 00001	1-2	2
	000001	PRICKLY PEAR-HIGH	883190	002 00002	3-6	4
	000002	SCHOOL SAGUARO CACTUS HIGH	883190	003 00003	7-9	3
		SCHOOL				
Total this Pallet						9

For Internal Use Only
Print Batch: 002042 Delivery: 070452 Order Line: 883190 Sequence: 0001 28-SEP-11 08:00
Page: 1 of 1

Figure 3: Pallet Detail Sheet

PEARSON		AIMS HS			
		FALL 2011			
District Packing List					
Deliver To: 999999000000 TUMBLEWEED UNIFIED DISTRICT 1535 W JEFFERSON ST BIN #6 PHOENIX, AZ 85007 C/O IRENE HUNTING AZ DEPT OF EDUCATION Phone: (602) 5425450		Ship To: 999999000000 TUMBLEWEED UNIFIED DISTRICT 1535 W JEFFERSON ST BIN #6 PHOENIX, AZ 85007 C/O IRENE HUNTING AZ DEPT OF EDUCATION Phone: (602) 5425450			
Item	Item Description	Package Details	Total Qty Packed	Qty Marked	Packed in Box Number
8918501-8	AIMS HS TEST COORDINATOR KIT	KIT	1	0	1
A200000007	TL AIMS HS 2011 WRITING, PK 5	1 pack of 5	5	0	3
A200000004	AD AIMS HS 2011 WRITING, PK 5	1 pack of 5	5	0	2
A200000004	TL AIMS HS 2011 READING, PK 5	1 pack of 5	5	0	2
A200000011	AD AIMS HS 2011 READING, PK 5	1 pack of 5	5	0	2
A200000736	TL HS MATHEMATICS, PK 5	1 pack of 5	5	0	2
A200000907	AD AIMS HS MATHEMATICS, PK 5	1 pack of 5	5	0	2

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Print Batch: 002042 Delivery: 070452 Order Line: 883190 Sequence: 0001 28-SEP-11 02:00
Page: 1 of 1

Figure 4: District Packing List

PEARSON		AIMS HS			
		FALL 2011			
School Packing List					
Deliver To: 000000000000 PRICKLY PEAR HIGH SCHOOL		Ship To: 999999000000 TUMBLEWEED UNIFIED DISTRICT 1535 W JEFFERSON ST BIN #6 PHOENIX, AZ 85007 C/O IRENE HUNTING AZ DEPT OF EDUCATION Phone: (602) 5425450			
Item	Item Description	Package Details	Total Qty Packed	Qty Marked	Packed in Box Number
8918501-7	AIMS HS TEST COORDINATOR KIT	KIT	1	0	3
A200000007	TL AIMS HS 2011 WRITING, PK 5	1 pack of 5	5	0	3
A200000006	TL AIMS HS 2011 WRITING, PK 10	1 pack of 5	5	0	2
SUB-TOTAL:		1 pack of 5	105	0	4
A200000014	AD AIMS HS 2011 WRITING, PK 5	1 pack of 5	5	0	2
A200000013	AD AIMS HS 2011 WRITING, PK 10	1 pack of 5	5	0	2
SUB-TOTAL:		1 pack of 5	105	0	4
A200000003	TL AIMS HS 2011 READING, PK 10	1 pack of 10	110	0	5
A200000010	AD AIMS HS 2011 READING, PK 10	1 pack of 10	110	0	5
SUB-TOTAL:		1 pack of 10	110	0	5
A200000735	TL AIMS HS 2011 MATHEMATICS, PK 10	10 pack of 10	100	0	6
A200000006	AD AIMS HS 2011 MATHEMATICS, PK 10	10 pack of 10	100	0	6
A200000009	TEST ADMIN DIRECTIONS, FALL 2011 HS, PK 5	5 pack of 5	25	0	6

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Print Batch: 002042 Delivery: 070452 Order Line: 883190 Sequence: 0001 28-SEP-11 02:00
Page: 1 of 1

Figure 5: School Packing List

During Testing

Precautions

- Do not use any test books or answer documents other than those that correspond to the Fall 2011 administration of AIMS HS Writing, Reading, and Mathematics. Documents from other testing programs or from previous AIMS test administrations will not be scored.
- Do not photocopy the test books or the answer documents.
- Do not disassemble or pull pages from the answer documents.
- Do not allow students to make any marks near the timing marks on the edges of scorable test materials.
- Do not use “sticky” notes, paperclips, tape, staples, or glue on the answer documents.
- Do not insert loose papers into the answer documents.
- Do not tape or glue additional paper into the answer documents.
- Do not allow students to use extra paper to write their responses to the writing prompt. Only responses that are **handwritten** in pencil on the pages designated “Final Copy” will be scored.
- Do not allow students to use correction fluid on the answer documents. If an error is made in filling in a bubble or in the final response to the writing prompt, the student should erase the error completely and make the correction using a No. 2 pencil.
- Do not allow students to use colored pencils, pens, markers, or highlighters on the answer documents.
- Do not return test materials that have been contaminated with blood, vomit, or other bodily fluids to Pearson. Provide directions to your Test Administrators for the proper handling of contaminated test materials.

After Testing

Inspecting and Organizing Test Materials

After testing, Test Administrators should inspect the test books and answer documents as directed in the corresponding *AIMS HS Test Administration Directions*. Answer documents and test books must be stacked separately with front covers facing up.

Assembling Scorable Test Materials

Scorable materials must be packaged as directed and ready for pick-up no later than 7:00 A.M. on the scheduled CEVA retrieval date. The District Test Coordinator is responsible for determining which of the following steps will be completed by Test Administrators or by the School Test Coordinator. The District Test Coordinator is responsible for providing directions and training accordingly.

- ☐ Verify that student responses have been transferred to a standard regular-sized answer document for the following special circumstances.

Student responses on test materials that have been contaminated with blood, vomit, or other bodily fluids must be transferred to clean answer documents. After transferring student responses, destroy any contaminated test books and answer documents securely and appropriately by following requirements for disposing of hazardous materials. Note the destroyed test materials on the School Materials Inventory Sheet with an indication that the books were contaminated and destroyed. **Do not return contaminated test materials to Pearson.**

For students who used a large print or Braille version of the test or who used assistive technology as an accommodation, transfer their responses to standard regular-sized answer documents. For more information on this process, please refer to the *AIMS HS Test Administration Directions*.

- ☐ Organize the answer documents.

Separate the answer documents by content area: writing, reading, and mathematics. Within each content area, sort by cohort. Within each cohort, group by teacher if desired.

- ☐ Complete header sheets.

For each group of AIMS HS scorables, select a preslugged green AIMS Header Sheet with the correct school. Complete **both sides** of the header sheet as directed in the section "Completing Header Sheets for AIMS Scorables" on pages 18–20.

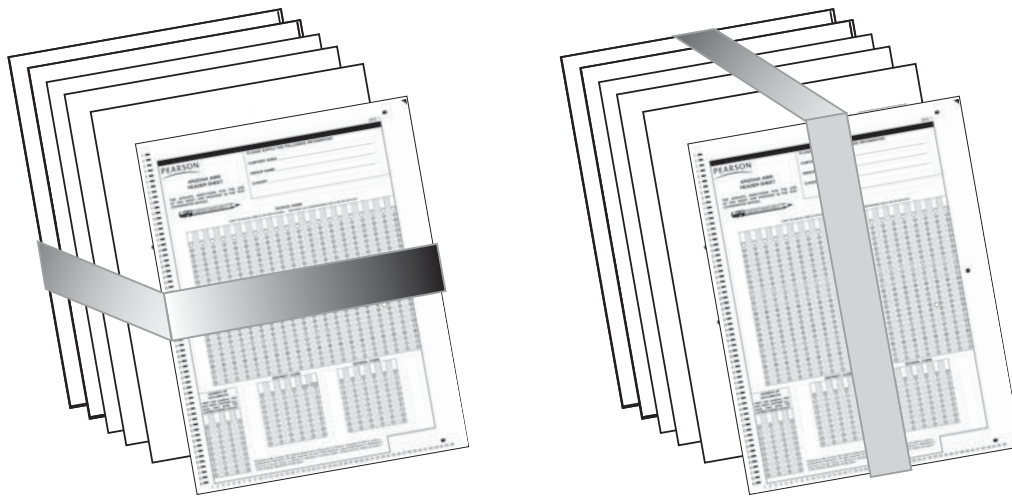


Figure 6: Binding Scorable Documents

☐ Bind each group of scorables.

Place the completed header sheet with SIDE 1 facing up on top of the stack of scorables for the group. Wrap one band around the stack horizontally or vertically. Be sure the band holds the documents securely. Paper bands received in the test coordinator kit may have preprinted text. It is not necessary to complete the information on the paper bands.

A large group may be divided into two or more stacks so that each stack can be wrapped securely. Each stack should be no thicker than what the band can securely wrap around and be sealed. Make as many stacks as needed. One header sheet is needed per stack. For a large group with multiple stacks and multiple headers sheets, make certain that the group name on each header sheet is identical. Bind the stacks with paper bands as directed above.

A small group must still have its own header sheet. Do not combine multiple groups, regardless of how small, under the same header sheet. Do not bind multiple groups together.

☐ Complete the School Header Lists.

For each school, complete the School Header Lists as directed in the section “Completing School Header Lists” on pages 21–23 of this manual. Keep photocopies of all completed School Header Lists.

☐ Box scorable.

For each content area (writing, reading, and mathematics), place bundled groups in the return shipping boxes in the reverse order they are listed on the School Header List(s) so that the groups will be removed from the boxes at the scoring center in the same order as listed on the School Header List(s). The School Header List(s) should be placed at the top of the first box. Multiple content areas from the same school may be included in the same box.

Do not mix scorable and nonscorable materials in the same box. Do not box scorable material for multiple schools together.

Fill any empty spaces in the scorable boxes with crumpled paper or plastic bubbles. Do not use shredded paper or foam "peanuts."

☐ Seal the boxes.

☐ Label the boxes.

Affix a precoded **blue** scorable return label on the top of each box of scorable test materials. See a sample of the blue label in Figure 7. Be certain the label is coded with the correct school and district.

The image shows a sample of a blue return label for scorable AIMS HS Answer Documents. The label is rectangular with a light blue background and black text. At the top right, it says "P-0001 S-00009". Below this, it says "TUMBLEWEED UNIFIED DISTRICT" followed by "999999". Underneath, it says "1535 W JEFFERSON STREET" and "PHOENIX, AZ 99999". To the right of this, it says "DIST: BOX ____ OF ____". Below this, it says "PRICKLY PEAR HIGH SCHOOL" followed by "123124". Underneath, it says "SCH: BOX ____ OF ____". Below this, it says "AIMS HS SCORABLE FALL 2011". Underneath, it says "PEARSON" and "905 WEST HOWARD LANE" and "AUSTIN, TX 78753". At the bottom, it says "SCORABLE MATERIALS" followed by a barcode.

*Figure 7: Blue Return Label for Scorable
AIMS HS Answer Documents*

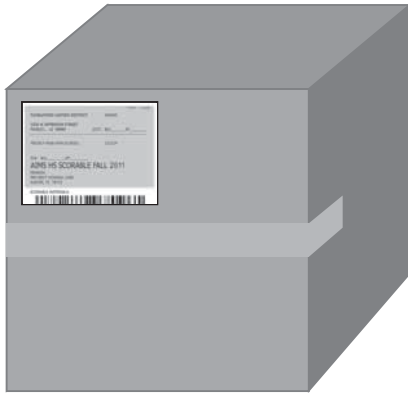
☐ Number the scorable boxes.

For each school within the district or charter, mark each school box of scorable materials accordingly as "Box 1 of X," "Box 2 of X," etc. in the "Sch: Box ____ of ____" section of the scorable return label.

Mark the "Dist: Box ____ of ____" section of the blue scorable return labels in one continuous numbering sequence for the entire set of district scorable boxes without restarting the numbering at each school. See Figure 8 for an example of how to number the scorable boxes.

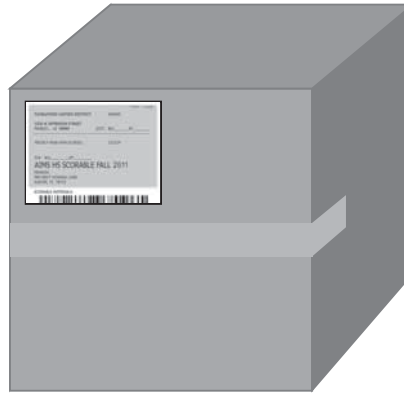
☐ Keep scorable boxes in secure storage until the scheduled CEVA retrieval.

Prickly Pear High School

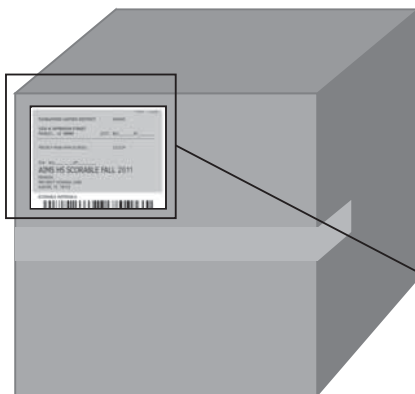


AIMS HS
(blue return label)
School Box 1 of 2
District Box 1 of 3

Saguaro Cactus High School



AIMS HS
(blue return label)
School Box 1 of 1
District Box 3 of 3



AIMS HS
(blue return label)
School Box 2 of 2
District Box 2 of 3

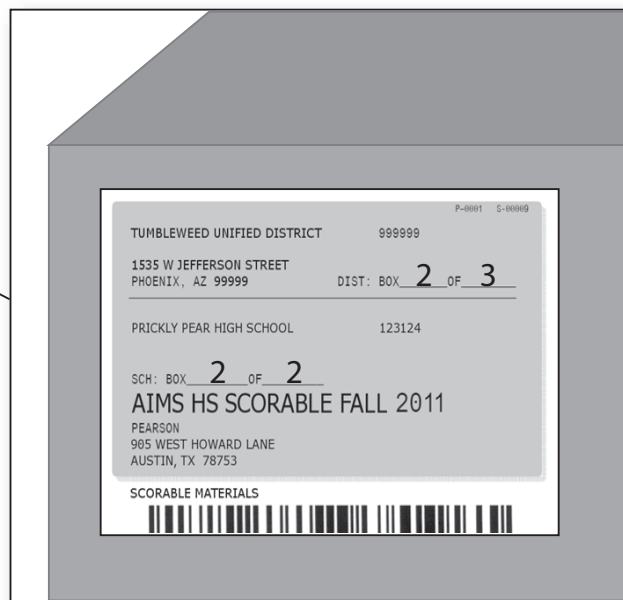


Figure 8: Numbering Boxes for Retrieval

Completing Header Sheets for AIMS Scorables

PEARSON
ARIZONA AIMS
HEADER SHEET

PLEASE SUPPLY THE FOLLOWING INFORMATION:

A CONTENT AREA
B GROUP NAME
C COHORT

D SCHOOL NAME

E DISTRICT CODE
F SCHOOL CODE

H GROUP NAME

I DISTRICT CODE
J COHORT

100000-0001-0001 Printed in the USA by Pearson 100000-0001-0001

Figure 9: Sample Header Sheet

The green AIMS Header Sheet provides data that appears on the score reports. A Header Sheet must be completed for each group's documents. Each group of completed answer document may include students from only one cohort and one content area. **Correctly coding the cohort on SIDE 2 is especially important.** The cohort on score reports is determined by the cohort on the Header Sheet, not by the cohort on the Pre-ID Label or by the cohort bubble on the student's answer document.

Preslugged and blank Header Sheets have been provided in the Test Coordinator's Kits. Header sheets are scannable documents; **photocopies are not acceptable for the scoring center's use.** If additional Header Sheets are needed, blank Header Sheets may be ordered during the additional orders windows.

School name, district code, and school code have been completed on the preslugged Header Sheets. Please review the preslugged information. Be certain to confirm school code as many schools have similar names. **If information on a preslugged Header Sheet is incorrect, do not alter it. Instead, fill out all information on a blank Header Sheet.**

If information on a preslugged Header Sheet is incorrect, do not alter it. Instead, fill out all information on a blank Header Sheet.

SIDE 1

A CONTENT AREA

For preslugged Header Sheets and for blank Header Sheets, this section needs to be completed. Fill in the appropriate content area (writing, reading, or mathematics).

B GROUP NAME

For preslugged Header Sheets and for blank Header Sheets, this section needs to be completed. Fill in the group name. Each Header Sheet must have a group name. Names such as Juniors, Seniors; or Class A, Class B, and Class C are highly recommended if different teacher names are not used. This must match the group name on **SIDE 2**.

C COHORT

For preslugged Header Sheets and for blank Header Sheets, this section needs to be completed. Fill in cohort 2013, 2012, or 2011. This must match the cohort bubbled on **SIDE 2**.

D SCHOOL NAME

For preslugged Header Sheets, this area will be pre-filled.

For blank Header Sheets, this section needs to be completed. Print the school name in the row of boxes, and then mark the corresponding circle below each box. Be certain to use the same school name as on a corresponding preslugged Header Sheet.

E NUMBER OF DOCUMENTS

For preslugged Header Sheets and for blank Header Sheets, this section needs to be completed. Fill in the total number of student answer documents returned for scoring and grouped with this Header Sheet. Fill one numeral per box, right justified. For example, 32 answer documents must be filled in as "0032." Mark the corresponding circle below each box.

The number entered in the "Number of Documents" section of the Header Sheet must exactly match the number of answer documents grouped with the Header Sheet.

F DISTRICT CODE

For preslugged Header Sheets, this area will be pre-filled.

For blank Header Sheets, this section needs to be completed. Print the district code in the row of boxes, and then mark the corresponding circle below each box. Be certain to use the same district code as on a corresponding preslugged Header Sheet.

The number entered in the "Number of Documents" section of the Header Sheet must exactly match the number of answer documents grouped with the Header Sheet.

If using a blank Header Sheet, be certain to code all information exactly as it is on the preslugged Header Sheet.

SIDE 2 of the
Header Sheet must
be completed.

G SCHOOL CODE

For preslugged Header Sheets, this area will be pre-filled. Student results will be reported under the school code on the Header Sheet. Confirm that the selected preslugged Header Sheet has the correct school code as many schools have similar names.

For blank Header Sheets, this section needs to be completed. Print the school code in the row of boxes, and then mark the corresponding circle below each box. Be certain to use the same school code as on a corresponding preslugged Header Sheet.

SIDE 2

H GROUP NAME

For preslugged Header Sheets and for blank Header Sheets, this section needs to be completed. Print the group name in the row of boxes, and then mark the corresponding circle below each box. Each Header Sheet must have a group name. Names such as Sophomores, Juniors, Seniors; or Class A, Class B, and Class C are highly recommended if different teacher names are not used. This must match the group name on **SIDE 1**.

I GRADE

For AIMS HS, leave GRADE blank.

J COHORT

For preslugged Header Sheets and for blank Header Sheets, **this section must be completed for AIMS HS**. Fill in the last two numerals only and then mark corresponding circle below each box. This must match the cohort on **SIDE 1**. **The hand-bubbled cohort is the cohort that will appear on reports.**

Please review all hand-entered information.

Completing School Header Lists

Fall 2011 AIMS School Header List			
B District Name School Name		C District Code School Code	
D District Contact Person _____			
Email Address E		_____	
F Phone _____			
A READING			
Group Name	Cohort (2013, 2012, 2011 and under)	Number of Reading Documents	Comments
G	H	I	J

Figure 10: Sample School Header List

The School Header List contains information used to verify that the school's entire return shipment of scorable materials has been received. District Test Coordinators and School Test Coordinators should keep photocopies of all completed School Header Lists.

For each content area within each school, complete a School Header List. For AIMS HS, separate School Header Lists will be provided for each content area (writing, reading, and mathematics).

A TYPE OF SCHOOL HEADER LIST

Content area will be preprinted in this field.

B DISTRICT NAME and SCHOOL NAME

District name and school name will be preprinted in this field.

C DISTRICT ENTITY NUMBER and SCHOOL ENTITY NUMBER

District entity number and school entity number will be preprinted in this field.

D DISTRICT CONTACT PERSON

Print the name of the District Test Coordinator.

E EMAIL ADDRESS

Print the email address of the District Test Coordinator.

F PHONE

Print the phone number of the District Test Coordinator.

G GROUP NAME

Print the group name exactly as it is on the Header Sheet. If a large group is bundled as multiple stacks, list the group only once on the School Header List.

H COHORT/GRADE

Print the cohort for each group exactly as it is on the Header Sheet.

I NUMBER OF DOCUMENTS

Fill in the total number of student answer documents returned for scoring for each group. If a large group is bundled as multiple stacks, be sure to total the number of documents from all Header Sheets for the group.

J COMMENTS

Use the comments section to indicate when a large group is bundled as multiple stacks.

Fall 2011 AIMS School Header List

District Name _____ District Code _____
School Name _____ School Code _____

District Contact Person _____
Email Address _____
Phone _____

WRITING

Group Name	Cohort (2013, 2012, 2011 and under)	Number of Writing Documents	Comments

This form may be reproduced AZ00000568

Figure 11A: Sample School Header List
for AIMS HS Writing

Fall 2011 AIMS School Header List

District Name _____ District Code _____
School Name _____ School Code _____

District Contact Person _____
Email Address _____
Phone _____

READING

Group Name	Cohort (2013, 2012, 2011 and under)	Number of Reading Documents	Comments

This form may be reproduced AZ00000569

Figure 11B: Sample School Header List
for AIMS HS Reading

Fall 2011 AIMS School Header List

District Name _____ District Code _____
School Name _____ School Code _____

District Contact Person _____
Email Address _____
Phone _____

MATHEMATICS

Group Name	Cohort (2013, 2012, 2011 and under)	Number of Mathematics Documents	Comments

This form may be reproduced AZ00000570

Figure 11C: Sample School Header List
for AIMS HS Mathematics

Assembling Nonscorable Test Materials

Nonscorable materials must be packaged as directed and ready for pick-up no later than 7:00 A.M. on the scheduled CEVA retrieval date. The District Test Coordinator is responsible for determining which of the following steps will be completed by Test Administrators or by the School Test Coordinator. The District Test Coordinator is responsible for providing directions and training accordingly.

- ☐ Organize the nonscorable test materials by document type for each school:
 - used and unused HS Writing Test Books;
 - used and unused HS Reading Test Books;
 - used and unused HS Mathematics Test Books;
 - unused HS Writing Answer Documents;
 - unused HS Reading Answer Documents;
 - unused HS Mathematics Answer Documents;
 - all used and unused AIMS large print and AIMS Braille test materials;
 - all AIMS HS Test Administration Directions;*
 - AIMS HS Test Coordinator's Manuals;*
 - all unused blue and green return labels;
 - all unused Pre-ID labels; and
 - all unused preslugged header sheets.
- ☐ Complete a School Materials Inventory Sheet for each school and complete a District Materials Inventory Sheet. (See Figures 12 and 13.) Count the number of each type of document and note it on the appropriate Materials Inventory Sheet(s). Note any missing test books and provide an explanation.

Figure 12: Sample School Materials Inventory Sheet

Figure 13: Sample District Materials Inventory Sheet

- ☐ Box all nonscorables by school. Place the district nonscorables in one of the school boxes. **Do not mix scorable and nonscorable materials in the same box.** (See Figure 14.)
- ☐ Place the corresponding School Materials Inventory Sheet at the top of each school's first nonscorable box.

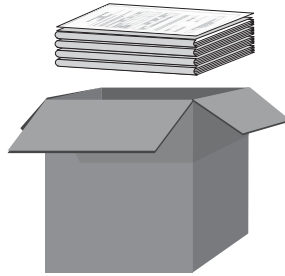


Figure 14: Packing School Nonscorable Test Materials for Return

- ☐ Place the District Materials Inventory Sheet at the top of the box of nonscorable materials that will be marked as the first nonscorable box for the district.
- ☐ Fill any empty spaces in the nonscorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts." Seal the boxes.
- ☐ Affix a precoded **green** nonscorable return label on the top of each box of nonscorable test materials. Be certain the label is coded with the correct school and district.


P-0001 S-0000	
TUMBLEWEED UNIFIED DISTRICT	999999
1535 W JEFFERSON STREET PHOENIX, AZ 85007	
DIST: BOX _____ OF _____	
PRICKLY PEAR HIGH SCHOOL	123123
SCH: BOX _____ OF _____	
AZ NONSCORABLE FALL 2011	
PEARSON 905 WEST HOWARD LANE AUSTIN, TX 78753	
NONSCORABLE MATERIALS	
	

Figure 15: Green Return Label for Nonscorable AIMS Test Materials

- ☐ Number the nonscorable boxes.

For each school within the district or charter, mark each school box of nonscorable materials accordingly as "Box 1 of X," "Box 2 of X," etc. in the "Sch: Box____of ____" section of the green nonscorable return label.

Mark the "Dist: Box____of____" section of the green nonscorable return labels in one continuous numbering sequence for the entire set of district or charter boxes without restarting the numbering at each school.

- ☐ Keep nonscorable boxes in secure storage until the scheduled CEVA retrieval.

Materials Retrieval

CEVA will be your return freight carrier. Refer to the schedule provided at the Pre-Test Workshop to determine the date of each CEVA retrieval for your district or charter.

The CEVA driver will arrive at the designated address on the designated retrieval date between 7:00 A.M. and 4:00 P.M. CEVA is unable to schedule retrievals at specific times. **If a site does not have its materials ready for return when the CEVA driver arrives on the scheduled date or the materials are not located at the designated address, the site will be required to pay for a second retrieval attempt.** Therefore, make every effort to have materials ready the day before the scheduled retrieval date.

The CEVA driver will arrive at the designated address on the designated retrieval date between 7:00 A.M. and 4:00 P.M.

All CEVA drivers will arrive with preprinted bills of lading and will identify themselves as CEVA representatives working on behalf of Pearson. The District Test Coordinator or a designated person must enter the box counts on the shipping documents provided by CEVA and sign them.

Before the driver arrives, check the boxes to ensure the following:

- ☐ A **BLUE** return label has been completed and affixed on the top of each box containing AIMS HS **scorable** materials.
- ☐ A **GREEN** return label has been completed and affixed on the top of each box containing AIMS HS **nonscorable** materials.
- ☐ Verify the total number of boxes for each label color. Have these numbers ready for the driver.

Appendix

State Board of Education Rule

The following is State Board of Education Rule R7-2-310.B, C, and D concerning test security.

- B. The superintendent or head of district shall be responsible for:
1. Providing school district enrollment data to the Department of Education annually for the purposes of test material distribution.
 2. Verifying the count of test materials received and distributing the test materials to each public school in the district.
 3. Securing the test materials prior to distribution to pupils or persons administering the tests at the time of testing, as well as after the time of testing. Test materials shall be kept in locked storage.
 4. Advising all district employees that the test materials are not to be reproduced in any manner.
 5. Familiarizing each person who will administer the test with the test publisher's directions for administering the test, the timing of the test, and the testing schedule. This is to be accomplished through meetings which shall not be held prior to one week before the first day of testing. At the conclusion of each such meeting, all test materials are to be collected and returned to locked storage.
 6. Distributing actual test materials to persons administering the tests on the day of testing.
 7. Training persons administering the tests on how to properly complete the identification information on the test booklet/answer sheet and how to code the information required on the variables being collected pursuant to A.R.S. 15-741, et seq.
 8. Properly packaging all tests/answer sheets which are to be scored by the scoring contractor. Packaging shall comply with instructions furnished by the scoring contractor or Department of Education.
 9. Forwarding all tests/answer sheets to be scored to the scoring contractor per instructions. Tests/answer sheets for the entire district should be forwarded in one shipment.
 10. Retaining all unused and reusable test materials, reporting them in the school's inventory, and storing them in a safe and secure manner.

Note: No AIMS materials are reusable. All AIMS test materials, including the manuals, MUST be returned to the Pearson Scoring Center after testing is complete.

11. Immediately reporting to the Department of Education any losses of test materials or other irregularities.
 12. The superintendent or head of district may designate a testing coordinator to act on his behalf.
- C. Persons designated by the superintendent or head of district to administer the test shall:
1. Keep all test materials in locked storage.
 2. Not reproduce any test materials in any manner.
 3. Not disclose any actual test items to pupils prior to testing.
 4. Not provide answers of any test items to any pupils.
 5. Administer only practice tests which are provided by the test publishers. Previous editions of the test series being used in the statewide testing program may not be used as practice tests.
 6. Strictly observe all timed subtests. The test publisher's suggested time limits for untimed subtests shall be followed as closely as possible in order to maintain uniformity in test administration.
 7. Follow directions for administering the test explicitly. No test item may be repeated unless otherwise indicated in the directions.
 8. Not change a pupil's answer.
 9. Return all test materials to the superintendent or head of district immediately upon completion of testing.
- D. All violations of this rule shall be referred by the superintendent or head of district to the State Superintendent of Public Instruction for appropriate action.

Contact Information

Questions regarding the **administration** of AIMS should be directed to:

Mary Pat Wood
State Test Coordinator
Phone: 602.542.5345
Email: MaryPat.Wood@azed.gov

Questions regarding **materials** and the retrieval of materials for AIMS should be directed to:

AIMS Help Customer Service Line at Pearson
Phone: 1.888.705.9421, Option 1
Email: AIMSHelp@support.pearson.com

Notes

Notes

Notes

Checklist for Packing and Shipping Test Materials

Scorable Test Materials

- ☐ Transfer student responses to standard regular-sized answer document for special circumstances described on page 14.
- ☐ Organize answer documents.
Separate the answer documents by content area: writing, reading, and mathematics. Within each content area, sort by cohort. Within each cohort, group by teacher if desired.
- ☐ For each group, complete both sides of a header sheet following directions on pages 18–20.
- ☐ Place the completed header sheet on top of the stack of scorables. Bind each group of scorables.
- ☐ Complete the School Header Lists.
- ☐ Box scorables—bundled answer documents and School Header List(s). Fill any space in the boxes with crumpled paper or plastic air bubbles. Seal the boxes.
- ☐ Affix a precoded, color-coded return label on the top of each box of scorable test materials: AIMS HS = **blue** return label.
- ☐ Number the boxes of scorable test materials.
- ☐ Make sure the boxes are ready for shipping before the scheduled retrieval date.

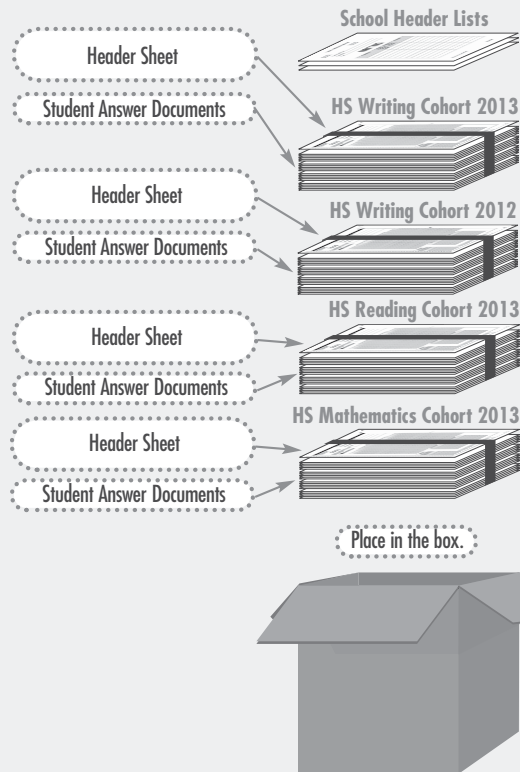
Nonscorable Test Materials

- ☐ Organize all nonscorable test materials by document type.
- ☐ Complete a School Materials Inventory Sheet for each school and complete a District Materials Inventory Sheet.
- ☐ Box all nonscorables by school.
- ☐ Place the corresponding School Materials Inventory Sheet at the top of the school's first nonscorable box.
- ☐ Place the District Materials Inventory Sheet at the top of the box of nonscorable materials that will be marked as the first nonscorable box for the district.
- ☐ Fill any space in the boxes of nonscorable test materials with crumpled paper or plastic air bubbles. Seal the boxes.
- ☐ Affix a precoded **green** nonscorable return label on the top of each box of nonscorable test materials.
- ☐ Number the boxes of nonscorable test materials.
- ☐ Make sure the boxes are ready for shipping before the scheduled retrieval date.

Packing Diagram

SCORABLE MATERIALS

**All USED
Answer Documents**



Note: Cohorts used are for a sample school and are for illustration purposes only. Please use Cohorts for the student answer documents that are being returned for scoring.

TUMBLEWEED UNIFIED DISTRICT	999999
1533 W JEFFERSON STREET	DIST: BOX: DP
PHOENIX, AZ 85007	
PRICKLY PEAR HIGH SCHOOL	133124
SCORABLE MATERIALS	

Start with District Box 1 of X

(X = Total number of SCORABLE boxes)

**Place Blue
Label Here**

Seal the box.

Details on pages 14–17 of the TCM

NONSCORABLE MATERIALS

**School and District
Materials Inventory
Sheets**

All Test Books

**All UNUSED
Answer Documents**

**All Braille and
Large Print Materials**

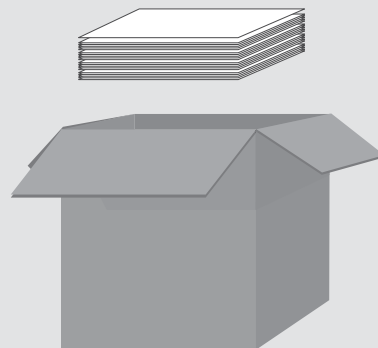
**All Test Administration
Directions**

**All Test Coordinator's
Manuals**

UNUSED Return Labels

UNUSED Pre-ID Labels

**UNUSED Preslugged
Header Sheets**



TUMBLEWEED UNIFIED DISTRICT	999999
1533 W JEFFERSON STREET	DIST: BOX: DP
PHOENIX, AZ 85007	
PRICKLY PEAR HIGH SCHOOL	133123
NONSCORABLE MATERIALS	

Start with District Box 1 of X

(X = Total number of NON-SCORABLE boxes)

**Place Green
Label Here**

Seal the box.

Details on pages 24–26 of the TCM

PEARSON

Pearson

19500 Bulverde Road

San Antonio, Texas 78259-3701

888-705-9421 | www.pearson.com



AZ00001134

AZ534429

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